

CHARTER

CHRONIC FATIGUE SYNDROME COORDINATING COMMITTEE

Purpose

The Chronic Fatigue Syndrome Coordinating Committee (Committee) will assure coordination and communication regarding chronic fatigue syndrome (CFS) research and other related issues between agencies of the Department of Health and Human Services (HHS), the biomedical community, and voluntary organizations concerned with CFS and will promote coordination of activities with the Social Security Administration (SSA).

Authority

42 U.S.C. 217a, Section 222 of the Public Health Service Act, as amended. This Committee is governed by the provisions of Public Law 92-463, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees.

Function

The Committee shall provide advice to the Secretary; the Assistant Secretary for Health; and the Commissioner, SSA, to assure interagency coordination and communication regarding CFS research and other related issues, facilitate increased Department and agency awareness of CFS research and educational needs, develop complementary research programs that minimize overlap, identify opportunities for collaborative and/or coordinated efforts in research and education, and develop informed responses to constituency groups regarding HHS and SSA efforts and progress.

Structure

The Committee shall consist of seven members appointed by the Secretary, and five voting ex officio members. The Assistant Secretary for Health shall serve as Chair. Of the seven appointed members, three shall be individuals who are biomedical research scientists with demonstrated achievements in biomedical research relating to CFS; two shall be individuals with expertise in health care services, disability issues, or a representative of private health care services insurers; and two shall be representatives of voluntary organizations concerned with the problems of individuals with CFS.

The ex officio members shall consist of a representative from the Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA), the Health Resources and Services Administration (HRSA), the National Institutes of Health (NIH), the SSA, and additional voting

ex officio members deemed necessary to effectively carry out its functions. A quorum for the conduct of business by the full Committee shall consist of a majority of the Committee's authorized membership, including ex officio members.

Members shall be invited to serve for overlapping four-year terms, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. A member may serve up to 180 days after the expiration of that member's term if a successor has not taken office. Terms of more than two years are contingent upon the renewal of the Committee's Charter by appropriate action prior to its expiration.

In carrying out its functions the Committee may establish subcommittees composed of members of the parent committee.

Management and support services shall be provided on a rotating basis between NIH and CDC for a term as designated by the Assistant Secretary for Health. Each operating division shall be responsible for assigning the Designated Federal Official (DFO), and Executive Secretary. The DFO representative of the operating division providing management and support services shall also serve as Co-Chair.

Meetings

Meetings shall be held approximately two times a year at the call of the Chair, who shall also approve the agenda. A Government official shall be present at all meetings of the full committee or of any subcommittee.

Meetings shall be open to the public except as determined otherwise by the Secretary. Notice of all meetings shall be given to the public.

Meetings shall be conducted and records of the proceedings kept, as required by applicable laws and Departmental policies.

Compensation

Members shall be paid at the rate of \$200 per day, plus per diem and travel expenses as authorized by Section 5703, Title 5 U.S.C., as amended, for persons in the Government service employed intermittently. Members who are officers or employees of the United States shall not receive compensation for service on the Committee.

Annual Cost Estimate

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support is \$54,858. Estimate of annual-person years of staff support required is .50, at an estimated annual cost of \$39,993.

Report

In the event a portion of a meeting is closed to the public, a report shall be prepared which shall contain, as a minimum, a list of members and their business addresses, the committee's functions, dates, and place of meetings, and a summary of committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

Termination Date

Unless renewed by appropriate action prior to its expiration, the Charter for the Chronic Fatigue Syndrome Coordinating Committee will terminate on September 5, 2002.

APPROVED:

Date

Secretary